

3.2 SECURITY

The NPPS software has been identified as a sensitive application system which is covered by OMB Circular A-130.

The NPPS shall conform to the security requirements for sensitive applications specified in NASA Handbook (NHB) 2410.1D, Chapter 3.

The NPPS data are subject to the Privacy Act of 1974 and shall conform to the requirements specified in Federal Information Processing Standards Publication (FIPS PUB) 73 and NHB 2410.1.

The NPPS shall provide the capability to permit the functional user to control access to the application, subsets of the processes, functional capabilities of the system, and to grant privileges of view-only or update at the transaction level. These requirements and processes are detailed in Paragraph 3.1.1.3.

3.3 DATABASE

NPPS data have been organized in data categories based on data usage. This information is included in the following sections.

3.3.1 Data Categories

The categories for NPPS data are as follows.

Personnel Master Data shall contain employee information required by NASA HQ as well as other NPPS allowed information and shall represent the most current data for the employee.

Suspense Data shall contain all transactions prior to maturity. For personnel suspense data, this data category shall include all the information necessary to print the SF 50 for the employee.

Personnel Tables Data shall contain the majority of the single field and relational edits supplied by HQ, as well as other tables as needed for use by the Personnel processes.

Personnel History Data shall include before-and-after images of the transactions as matured and shall reflect corrections and cancellations. These data contain all of the fields stored in the Personnel Master Data as well as other identification information such as the action code and effective date of the transaction.

Training History Data shall include information required by NASA HQ as well as other NPPS allowed information for all employees who have completed training courses.

Payroll Master Data shall contain employee information required to process payroll.

Payroll Tables Data shall contain edit and computational data necessary for the computation of pay.

Pay and Leave History Data shall contain employee pay and leave information resulting from the pay processing for each pay period.

Transaction History Data shall contain the completed payroll update transactions and the NPPS systems information messages that were produced when the update transaction was processed, as well as audit of all successfully completed transactions whenever any data is updated.

TSP Adjustment Data shall contain the information needed to report the adjustments to an employee's TSP account at the Federal Retirement Thrift Investment Board.

Bond History Data shall contain the information required to process employee savings bonds after bond deductions computations.

Job Directory Data shall contain information that defines each batch job that can be executed using the NPPS Batch Job Scheduler.

Report Directory Data shall contain information needed for report assembly and distribution for reports that can be executed using the NPPS Batch Job Schedule process.

JCL Catalog Data shall contain the job control language statements necessary to execute the jobs that have been defined to the NPPS Batch Job Schedule process.

Print Directory Data shall contain the information necessary to identify the printers available to receive NPPS printed output produced from the batch jobs defined to the NPPS.

Job Queue Data shall contain information about all NPPS batch jobs currently scheduled.

Log Data shall contain program error information produced as a result of errors detected by ADABAS/NATURAL during execution of jobs using the NPPS Job Scheduler.

Security Profile Data shall contain information defining the access permission of each individual who has been defined as a NPPS application user.

System Help Data shall contain help information associated with all NPPS functions.

System Release Data shall contain information related to new and/or modified capabilities that are implemented in the latest NPPS software release. System Table Data shall contain tables of values such as the NPPS command table as well as other tables which are of common use to both payroll and personnel processes.

Personnel Correction/Cancellation Transaction Data shall contain all correction and cancellation transactions that have been applied to the Personnel History Data described above.

3.3.2 Data Dictionary

The NPPS Data Dictionary contains a list of the required NPPS data elements. Refer to Appendix K.

3.4 INTERFACES

NPPS shall provide a standard interface for the following external systems.

3.4.1 Installation-Unique Interface System

NPPS shall provide a standard interface for adding personnel transaction data from an external installation-unique process. NPPS shall accept any personnel action containing a valid NOAC and other data conforming to Appendix B with the exception of the following fields.

- AWARD-INDVDL-GRP-HNRY-QTY
- AWARD-INDVDL-GRP-HNRY-RCVD-YEAR
- AWARD-PRFRMNC-SES-QTY
- AWARD-PRFRMNC-SES-RCVD-YEAR
- AWARD-QLTY-INCRS-QTY
- AWARD-QLTY-INCRS-RCVD-YEAR
- AWARD-SPCL-ACT-QTY
- AWARD-SPCL-ACT-RCVD-YEAR
- EMPL-ACSN-LGL-ATHRTY1-CODE
- EMPL-ACSN-LGL-ATHRTY2-CODE
- EMPL-ACSN-NOAC-CODE
- EMPL-ACSN-NOAC-EFCTV-DATE
- EMPL-HIRE-LGL-ATHRTY1-CODE
- EMPL-HIRE-LGL-ATHRTY2-CODE
- EMPLHS-PRVS-GRADE
- EMPLHS-PRVS-GRADE-STEP-CODE
- EMPLHS-PRVS-OCPTNL-CODE
- EMPLHS-PRVS-PAY-BASIS-CODE
- EMPLHS-PRVS-PAY-PLN-CODE

- EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE
- EMPLHS-PRVS-DUTY-STN-CODE
- EMPLHS-PRVS-WORK-SCHDL-CODE
- PRSACT-CNVRN-LGL-ATHRTY1-CODE
- PRSACT-CNVRN-LGL-ATHRTY2-CODE
- PRSACT-CNVRN-NOAC-CODE
- PRSACT-CNVRN-NOAC-EFCTV-DATE
- EMPL-AP-CTR-CODE
- EMPL-AWARDS-CTR-CODE
- EMPL-CAO-CTR-CODE
- EMPL-CNVRN-CTR-CODE
- EMPL-DOWNGRADE-CTR-CODE
- EMPL-OTHR-AWARDS-CTR-CODE
- EMPL-PRFRMNC-AWARDS-CTR-CODE
- EMPL-TRNG-CTR-CODE
- EMPLHS-PRVS-BASIC-PAY-AMT
- EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT

All processing and outputs shall be the same (based on the NOAC) as described in Paragraph 3.1.1.1.

NPPS shall store the personnel transaction as suspended transaction data. NPPS will edit transactions validating that all fields that are required as specified in Appendix B contain data. NPPS shall perform the Field Conditional processes and the NOAC dependent processes for each action added to suspense. Transactions with edit errors shall be added to the suspense and put in error status. Transactions with major errors such as a missing SSN, or effective date, or NOAC shall not be added to suspense. The input transaction data shall be deleted at the end of the process.

3.4.2 Installation-Unique Training System

NPPS shall provide a standard interface capability for receiving employee training transactions from an installation-unique training data system. Input data requirements shall consist of the following.

- NOAC (995, 992 or 993)
- SSN
- Training:Academic Credit
- Training:Completion Date
- Training:Course Title
- Training:Direct Cost Code
- Training:Direct Cost Dollars
- Training:Duty Hours
- Training:Indirect Cost Code
- Training:Indirect Cost Dollars
- Training:Instructor/Instit
- Training:Non Duty Hours
- Training:Purpose
- Training:Source
- Training:Type

All training actions processed through this interface shall be immediately posted to the NPPS database. NASA Personnel field and relational edits found in core table TOPMMSG shall be performed for each transaction. NPPS shall provide a transaction report whenever actions are processed through this interface (Training Data System Standard Interface Report, Core Report 253; included in Appendix G).

3.4.3 Treasury Department

NPPS shall provide Direct Deposit-EFT, net pay, and US Savings Bonds magnetic tape interfaces (refer to Appendix N) in accordance with the following procedures.

- Procedures for Converting Discretionary Allotments by Direct Deposit Electronic Funds Transfer (DD/EFT) October 1986, as modified by Treasury Letter dated May 15, 1989, Subject: Salary EFT Payment Issue Tape Formats (Expansion of Total Amount Field in Control Trailer Record) US Treasury, Bureau of Government Financial Operations.
- Salary Check Specifications (P. L. 100-86, Check Limit Payability) October 1989. US Treasury, Bureau of Government Financial Operations.
- 1TFM 3-6000, "US Savings Bonds, Series EE," Department of the Treasury, Transmittal Letter No. 490, February 1988.

NPPS shall provide the capability to include miscellaneous check payments in the net pay salary tape for the following payments.

- Federal taxes
- Child support/alimony
- Commercial garnishments
- Indebtedness due to the US
- Court ordered bankruptcy
- Union dues
- CFC contributions
- NEBA
- Cash awards

3.4.4 Social Security Administration

NPPS shall create year-end W2 data in the format specified in Social Security Administration Pub No. 42-007 (TIB-4). Refer to Appendix N, External Interface Tape Specifications, for tape format.

3.4.5 USDA National Finance Center

NPPS shall create TSP data interface in the format specified in various TSP bulletins published by the Federal Retirement Thrift Investment Board. Refer to Appendix N for tape format.

3.4.6 Center-Unique Exit and Re-entry to NPPS

NPPS shall provide the capability to exit the system to an ancillary ADABAS/NATURAL application (within the NPPS software library) for execution, then return to NPPS. The NPPS shall accept a user-entered command to exit NPPS and enter another ADABAS/NATURAL application. The NPPS shall provide the capability to maintain a list of valid external commands.

3.4.7 Installation-Unique Time and Attendance Reporting System

NPPS shall provide a standard interface for a file of time and attendance transactions to be used as the NPPS batch input file for the biweekly computation of pay. Inputs for this file shall be the same as specified for Time and Attendance Edit processing in Appendix F.

3.4.8 CAPPS Interface System

NPPS shall provide the capability to satisfy all data submission requirements in accordance with CAPPS requirements (Appendix M). The following additional capabilities shall be provided to submit data to NHCC.

- Translate a NOAC 002 to 994 if the employee's SSN is being modified.
- Numeric data will be right justified and zero filled.
- Alphabetic data will be left justified and space filled.

NPPS shall supply data in conformance with the CAPPS Data Dictionary.

3.4.9 Installation-Unique Batch Combined Federal Campaign Interface

NPPS shall provide a standard interface for processing Combined Federal Campaign (CFC) transactions from an external installation-unique process. The NPPS batch job shall extract the CFC transactions from work file 7 using the following file layout.

NPPS Glossary Name	NPS2-PAY-MASTER Access Name	Positions
SSN	PAY-SSN	1 - 9
CFC: AGENCY CODE	PAY-CFC-ORG-ID	10 - 18
CFC: REQUESTED DEDUCTION	PAY-CFC-DED-AMT	19 - 23

The transactions shall be edited in accordance with the requirements specified for the CFC data input in the MISC transaction in Appendix F. The CFC transactions will be valid if all edits are passed and an employee SSN match is found. All valid transactions shall be applied to the employee master data. The transactions will be in error if all edits are not passed. Error transactions will be listed on the edit report produced by this process, report 6188. All transactions will remain on the CFC interface file. Errors may be corrected and the job rerun until all errors are eliminated.

3.4.10 NEBA Biweekly Transaction Interface

NPPS shall provide a standard NEBA interface tape of biweekly NEBA transactions to satisfy all data submission requirements requested for NEBA processing by the Home Life Financial Assurance Company. Refer to Appendix N for the tape format.

3.5 REPORTING

NPPS shall provide a core set of reports that contain processing information, employee information, management information, and regulatory reports specified by NASA, OMB, OPM, the Federal Retirement Thrift Investment Board, and the US Treasury Department. The specifications for each report are contained in Appendix G.